



United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number

0-03

☐ Other ☐ Amendment Number:

Contract Number
EP-D-14-033

Contract Period 10/01/2014 - 09/30/2015

Base X Option Period Number 2

Title of Work Assignment/SF Site Name
SUPPORT FOR TFHTAP

Contractor
EC/R INCORPORATED

Specify Section and Paragraph of Contract SOW

Purpose: ☒ Work Assignment ☐ Work Assignment Close-Out
☐ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan Approval

Period of Performance

From 10/01/14 To 09/30/15

Comments: THE PURPOSE OF THIS ACTION IS TO INITIATE WORK ASSIGNMENT 0-03 "SUPPORT FOR TASK FORCE ON HEMISPHERIC TRANSPORT OF AIR POLLUTION" WITH AN INITIAL LOE OF 100 HOURS FOR START UP WORK. THE CONTRACTOR SHALL SUBMIT A WORK PLAN AND COST ESTIMATE IN ACCORDANCE WITH THE CONTRACT TERMS AND CONDITIONS. THIS WORK DOES NOT DUPLICATE ANY PREVIOUS WORK.

☐ Superfund

Accounting and Appropriations Data

☐ Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO
(Max 2)

22

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:
10/01/2014 - 09/30/2015

Cost/Fee:

LOE:

This Action: WA 0-03 INITIATION

100 LOE HOURS

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name TERRY KEATING

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Other Agency Official Name

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FAX Number:

Contracting Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

STATEMENT OF WORK

TITLE: Support for Task Force on Hemispheric Transport of Air Pollution
CONTRACTOR: EC/R, Inc.
CONTRACT: EP-D-14-033
WA#: 0-03

WORK ASSIGNMENT MANAGER:

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SUMMARY:

The purpose of this Work Assignment is to provide logistical support to the U.S. Environmental Protection Agency (EPA) Office of Air and Radiation (OAR) efforts to address the long-range transport of air pollution and its impacts on implementation of the National Ambient Air Quality Standards (NAAQS). In particular, this Work Assignment provides logistical and analytical support for the Task Force on Hemispheric Transport of Air Pollution (TF HTAP) organized under the Convention on Long-Range Transboundary Air Pollution (LRTAP Convention). TF HTAP is co-chaired by OAR staff.

Under this Work Assignment, the contractor will be responsible for

- maintaining a website providing information about the TF HTAP and its activities
- providing logistical support for up to three TF HTAP meetings
- identifying appropriate experts to participate in TF HTAP meetings and arranging their travel to and from the meetings
- supporting the development and maintenance of the TF HTAP data network

BACKGROUND:

The EPA is responsible for the review, development, promulgation and implementation of the National Ambient Air Quality Standards (NAAQS). Although domestic sources are the primary contributors to nonattainment of the NAAQS, the United States is both a source and a receptor for the international transport of air pollutants. Pollutants not only flow across our borders with Canada and Mexico, but also travel great distances between North America and Asia, Africa, Europe, and other parts of world. To help States implement and attain the NAAQS, EPA needs to understand these international influences and how they are changing over time. One forum that EPA has used to improve our understanding of these issues is the TF HTAP.

The TF HTAP is charged with organizing international cooperative research and analysis to

improve the understanding of the intercontinental transport of air pollutants across the Northern Hemisphere. The TF HTAP is co-chaired by EPA/OAR on behalf of the United States and the European Commission on behalf of the European Union. The TF HTAP has developed a work plan for the period 2012-2016, encompassing a range of analytical work addressing emissions inventories and projections; source/receptor and source apportionment analyses; model/observation and process evaluation; impacts on health, ecosystem, and climate; impacts of climate change on pollution; and a distributed data network and analysis tools. Under this Work Assignment, the contractor will provide logistical and analytical support to the U.S. co-chair of TF HTAP as they seek to implement this work plan.

Over the period of performance for this Work Assignment, the TF HTAP is expected to hold at least three meetings, each requiring varying levels of support. Additional analytical and logistical tasks are likely to arise, leading to modifications of this Work Assignment. The specific requirements at this time are described below.

This Work Assignment follows on work completed by the contractor under previous contracts (EP-D-09-051). However, the work described here does not duplicate work conducted under any previous work assignment or contract.

REQUIREMENTS:

Task 1: Work Plan Development and Progress Reports

The contractor shall prepare a Work Plan for completing the requirements of this Work Assignment. The Work Plan will describe the tasks; identify a schedule for deliverables, staffing, level of effort, and costs; and present conflict of interest certification. The contractor shall submit the Work Plan to the Work Assignment Manager (WAM) within 15 business days of receipt of the Work Assignment.

The contractor shall submit monthly progress reports to the WAM, describing the work that has been accomplished, labor usage and costs incurred to date, and projected labor usage and costs at project completion. The reports shall describe any difficulties encountered in completing the work and identify remedial actions taken during the reporting period. The contractor shall submit the progress report as specified in the contract.

The Contractor shall submit progress reports and work products in electronic (PDF format) as well as hard copy form.

Task 2: Logistical Support for AQMEII-HTAP Workshop, Research Triangle Park, 30 October 2014

The TF HTAP is organizing a workshop in conjunction with the Air Quality Modeling Evaluation International Initiative (AQMEII), a regional modeling intercomparison led by the EPA and the European Commission. The workshop will take place at EPA's facilities in Research Triangle Park on 30 October, following the annual meeting of the Community Modeling and Analysis System taking place 27-29 October in Chapel Hill. The main purpose of the workshop will be to discuss coordinated modeling experiments to be performed at the global

scale by TF HTAP and at the regional scale by AQMEII.

Under this task, the contractor shall provide a registration facility for the workshop as well as make meeting materials and products available via the website, www.htap.org.

In consultation with the TF HTAP Co-chairs, the contractor shall identify key participants/speakers for the workshop that require travel support. The experts should be drawn from non-profit research institutions in the United States and from research institutions and government agencies in countries identified by the TF HTAP Co-chairs. These countries may include: Albania, Andorra, Belarus, Cambodia, China, Egypt, India, Indonesia, Israel, Japan, South Korea, Kazakhstan, Laos, Malaysia, Maldives, Mexico, Mongolia, Myanmar, Nepal, Philippines, Russia, Sri Lanka, Tajikistan, Thailand, Turkmenistan, Ukraine, Uzbekistan, and Vietnam. The contractor shall submit the names of identified experts to the WAM as they are identified. To the extent that funding allows, the contractor shall make the necessary travel and lodging arrangements for the identified experts to enable them to participate in the workshops, leveraging any other available travel funding. The contractor shall provide to the WAM a list of the supported experts and the status of their travel and lodging arrangements at appropriate intervals prior to the meeting. It is expected that the contractor will only fund travel for one to two participants at this workshop.

Task 2: Logistical Support for Global Emissions Scenarios Workshop, Vienna, Early 2015

The TF HTAP, in conjunction with the LRTAP Convention's Task Force on Integrated Assessment Modeling, is organizing a workshop on global emissions scenarios that will take place at the International Institute for Applied Systems Analysis (IIASA) outside Vienna, Austria. The date for the workshop is to be determined in coordination with IIASA but is likely to take place in early 2015. The main purpose of the meeting will be to review the "benchmark" global emissions scenarios that have been developed by IIASA for use by the TF HTAP and to discuss methodologies for evaluating the technical, economic, and social feasibility of the various policy measures that comprise the differences between the benchmark scenarios.

Under this task, the contractor shall provide a registration facility for the workshop as well as make meeting materials and products available via the website, www.htap.org.

In consultation with the TF HTAP Co-chairs, the contractor shall identify key participants/speakers for the workshop that require travel support. The experts should be drawn from non-profit research institutions in the United States and from research institutions and government agencies in countries identified by the TF HTAP Co-chairs. These countries may include: Albania, Andorra, Belarus, Cambodia, China, Egypt, India, Indonesia, Israel, Japan, South Korea, Kazakhstan, Laos, Malaysia, Maldives, Mexico, Mongolia, Myanmar, Nepal, Philippines, Russia, Sri Lanka, Tajikistan, Thailand, Turkmenistan, Ukraine, Uzbekistan, and Vietnam. The contractor shall submit the names of identified experts to the WAM as they are identified. To the extent that funding allows, the contractor shall make the necessary travel and lodging arrangements for the identified experts to enable them to participate in the workshops, leveraging any other available travel funding. The contractor shall provide to the WAM a list of the supported experts and the status of their travel and lodging arrangements at appropriate

intervals prior to the meeting. It is expected that the contractor will be able to fund travel for up to 10 participants to the workshop.

SCHEDULE & DELIVERABLES:

The schedule and deliverables for each of the tasks are identified in the Requirements section above.